

Approved Minutes of the Maricopa HOME Consortium Public Meeting
July 19, 2018
9:30 a.m.

Consortium Members Present:

Matt Hess, City of Avondale
Riann Balch, City of Chandler
Melanie Dykstra, Town of Gilbert
Raslyn Sleet, City of Glendale (telephonically)
Jaime Gonzalez, City of Peoria
Michele Payakovich, City of Scottsdale
Alicia Rubio, City of Surprise (telephonically)
Elizabeth Garcia, City of Tempe
Rachel Milne, Chair, Maricopa County

Others Present:

Serena Unrein, AZ Partnership for Healthy Communities
Karin Bishop, City of Chandler
Carissa Cyr, Maricopa County
Lina Alam, Maricopa County
Regina Marette, Maricopa County
Matt Utyro, Maricopa County
Zelia Miranda, Maricopa County
Lynne Hilliard, Maricopa County

1. Call to Order

At 9:37 a.m., Rachel Milne, the Chair, called to order the July 19, 2018 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Approval of Minutes (4/ 19/18)

Rachel Milne called for a motion to approve the minutes of the April 19, 2018 monthly HOME Consortium Public Meeting. Melanie Dykstra motioned to approve. The motion was seconded by Jaime Gonzalez and passed unanimously.

4. Live Well Arizona Incubator

Serena Unrein provided a handout and spoke about the collaboration between the Arizona Partnership for Healthy Communities and Vitalyst Health Foundation called The Live Well Arizona Incubator. The partnership supports efforts that reflect cross-sector approaches to improving the wellbeing of community members by improving the underlying conditions where people live.

The Live Well Arizona Incubator is seeking 4-6 teams who have identified a geographically based health issue within their zip code. Coaches will then guide the selected teams through a multi-sector collaboration process with the goal of expanding on and addressing community health issues. The eight to ten month preparations will include strengthening the team, community engagement, issue analyzation, establishing goals, and developing the action plan.

Applications must be submitted by August 1, 2018 by 5:00pm MST. Teams selected will be notified by August 17, 2018. Visit the Live Well Arizona website and for questions contact Sydney Rood at sydney@arizonahealthycommunities.org.

5. Introductions

Members in attendance and telephonically introduced themselves.

6. 2018/19 HOME Contract Amendments

Regina shared the 2nd amendment of the 2016 contract was approved. Council approval notification is required and signed copies will be needed in order to submit to BOS.

7. Program Income-Reporting and Expending

Regina provided a member project breakdown sheet and reminded the Consortium that all future PI earned will be reported in the AAP on a 4/1-3/31 schedule. The funds will need to be treated as 2018-19 HOME funds and should be encumbered and expended on Program Year 2018 activities. Regina advised a draw be completed with the first activity and to expend all program income before spending the next year's income.

8. CAPER

Carissa announced it is time to report all information from last program year to HUD which is due to HUD Friday September 28, 2018. The public comment period is planned to be September 7th thru September 21, 2018.

Carissa clarified that the CAPER process differs from the AAP process. The County CAPER is not tied to the city/town CAPERs in IDIS. Cities can submit their CAPERs directly to HUD thru IDIS. A coordinated submission, with the exception of the HOME information, is not required.

She also noted the cities of Chandler, Glendale, and Maricopa County made amendments to their 2017 AAP in IDIS. It was then submitted to HUD on May 15, 2018 and the amendments have yet to be approved. Maricopa County has requested that HUD approve the 2017 Amendment submission so the CAPER template can be created based on the amendments made in IDIS, but found that only the HUD Director can formally approve. The approval is still pending. Along with Maricopa County, Chandler and Glendale should not start the IDIS CAPER template until HUD's approval is received to ensure they have the most up to date template.

9. Announcements

- Quarterly performance reports were due by July 16, 2018.
Regina stated only half have been received. The reports must be submitted on any open funding years.
- July Bulletins
Bulletins have been sent by email and copies were provided by Carissa. An email notification was recently released by HUD in regards to the newly released 2018 maximum per-unit subsidy limits for HOME. The subsidy limits released by HUD were retroactively effective June 4th, 2018. The County's pending bulletin will be on hold for any possible local updates. Once the County bulletin is issued, it can be found on the Maricopa County website.
- HUD Part 5 Income Eligibility
Income training is available and suggested for those who calculate income eligibility. A recording of the training is posted on the HUD Exchange website.

- **VAWA-Violence Against Women Act**
Rachel wants to ensure all rental contracts include VAWA regulations. The notice of occupancy rights for all tenants and applicants, a lease addendum, and an emergency transfer plan must also be included with the contract. HUD has a model program and can be found online.
- **HOME Rental Compliance**
Rental compliance training is available and suggested for those who have TBRA or rental programs. A recording of the training is posted on the HUD Exchange website and will be emailed out to those with rental programs.
- Lina provided financial statements to each member present.
- The current Consortium 3 year IGA began July 1, 2018. The goal for the new IGA is to obtain programmatic suggestions. Council approval will be required in a year for the IGA effective 2021.

10. Call to the Public

The public had no comment.

11. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Melanie Dykstra and seconded by Michele Payakovich. The motion passed unanimously. The meeting was adjourned at approximately 10:42 a.m. The next scheduled public meeting will be 9/20/2018.

Respectfully submitted,

Zelia Miranda
Recording Secretary